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**DOOMADGEE ABORIGINAL SHIRE COUNCIL**  
**MINUTES – ORDINARY MEETING OF COUNCIL**  
THURSDAY, 21<sup>ST</sup> MAY 2015

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Minutes of the Ordinary Meeting of the Doomadgee Aboriginal Shire Council held in the Boardroom, 275 Sharpe Street, Doomadgee on Thursday 21<sup>st</sup> May 2015.

**PRESENT**

Cr F O'Keefe	Mayor
Cr E Cairns	Councillor
Cr J Ned	Councillor

Council Officers:

R Richardson	Chief Executive Officer
A Seiler	Acting Corporate Services Manager
A David	Manager Finance (12:49 to 13:22)
G Richardson	Manager Community Services (13:49 to 14:12)

**APOLOGIES & LEAVE OF ABSENCE**

Cr T Douglas	Deputy Mayor (Approved leave on Council Business in Cairns)
Cr V Ned	Councillor (Approved leave on Council Business interstate)
G Jeffries	Infrastructure and Projects Manager

The Mayor officially opened the meeting at 12:01.

**CONFIRMATION OF PREVIOUS MINUTES**

*Moved Cr F O'Keefe Seconded Cr J Ned that the Minutes of the previous Meeting of Council held on Tuesday 21<sup>st</sup> April 2015, be confirmed as a true and correct record of that meeting.*

**CARRIED (3/0)**

**DISCLOSURE OF MATERIAL PERSONAL INTEREST AND CONFLICT OF INTEREST**

Nil

**ELECTED MEMBERS REPORTS**

Nil

**CHIEF EXECUTIVE OFFICER'S REPORT**

**7.1 Unmarked Burial Investigation**

<b>LOCATION/ADDRESS:</b>	Old Hospital Site, DOOMADGEE QLD 4830
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	10132
<b>AUTHOR:</b>	Rod Richardson, Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Consideration and adoption of the Ground Penetrating Radar (GPR) Survey undertaken on the Old Hospital Site in Sharpe Street, Doomadgee by RPS Australia East Pty Ltd.

**BACKGROUND**

Council requested DATSIMA to investigate the site of unmarked graves within that area.

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**COMMENT**

The report identifies two sites and Council is requested to take have regard for these sites.

**CONSULTATION**

Full Council

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

The adoption of this report, clearly discloses the location of underground infrastructure and isolates burial sites, excising this area from future use.

**FINANCIAL IMPACT**

Not applicable

**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

The report has taken into account the cultural sensitivity surrounding this subject.

**RECOMMENDATION**

That Council adopt the Unmarked Burial Investigation report prepared by RPS Australia East Pty Ltd on behalf of the Department of Aboriginal and Torres Strait Island and Multicultural Affairs dated 27 March 2015 and authorise the Chief Executive Officer to take immediate steps to isolate the known location of historical burial sites located on the Old Hospital Block, Sharpe Street, Doomadgee.

***Moved Cr F O'Keefe Seconded Cr E Cairns that Council adopt the Unmarked Burial Investigation report prepared by RPS Australia East Pty Ltd on behalf of the Department of Aboriginal and Torres Strait Island and Multicultural Affairs dated 27 March 2015 and authorise the Chief Executive Officer to take immediate steps to isolate the known location of historical burial sites located on the Old Hospital Block, Sharpe Street, Doomadgee.***

**CARRIED (3/0)**

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**7.2 Transfer of Land - Lot 32 Sharpe Street & Lot 16 Friday Street, Doomadgee (Queensland Health)**

<b>LOCATION/ADDRESS:</b>	Lot 32 Sharpe Street (Old Hospital Site) Lot 16 Friday Street (Residential block)
<b>APPLICANT:</b>	Queensland Health
<b>FILE NUMBER:</b>	10132 / 10116
<b>AUTHOR:</b>	Rod Richardson, Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Transfer of Lots 32 Sharpe Street and Lot 16 Friday Street from Queensland Health to Doomadgee Aboriginal Shire Council as Trustee and adopt a change in purpose to “Beneficial for Aboriginal People”.

**BACKGROUND**

Council has been in negotiation with Queensland Health for an extended period to have the above properties transferred to the Doomadgee Aboriginal Shire Council.

**COMMENT**

This process has now culminated in agreement and Council is requested to formally accept this transfer.

**CONSULTATION**

Full Council

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

Not applicable

**FINANCIAL IMPACT**

Not applicable

**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Creation of vacant land assets

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That Doomadgee Aboriginal Shire Council, as Trustee, hereby resolves and agrees to accept the transfer of the following RESERVES from Queensland Health, with a change in Purpose to “Beneficial for Aboriginal People”:

- Lot 32 on NC13
- Lot 16 on NC11

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*Moved Cr F O’Keefe Seconded Cr J Ned that Doomadgee Aboriginal Shire Council, as Trustee, hereby resolves and agrees to accept the transfer of the following RESERVES from Queensland Health, with a change in Purpose to “Beneficial for Aboriginal People”:*

- *Lot 32 on NC13*
- *Lot 16 on NC11*

**CARRIED (3/0)**

**7.3 Tenancy Management Report – March 2015**

<b>LOCATION/ADDRESS:</b>	Doomadgee, QLD 4830
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	10101
<b>AUTHOR:</b>	Rod Richardson, Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Tenancy Management Report (Department of Housing and Public Works)

**BACKGROUND**

Council is provided a copy of the Tenancy Management Report on a monthly basis for information only.

**COMMENT**

Not applicable

**CONSULTATION**

Not applicable

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

Not applicable

**FINANCIAL IMPACT**

Not applicable

**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That Council receive the Tenancy Management Report (March 2015) from the Department of Housing and Public Works, disclosing rental collections managed by the department.

*Moved Cr F O'Keefe Seconded Cr E Cairns that Council receive the Tenancy Management Report (March 2015) from the Department of Housing and Public Works, disclosing rental collections managed by the department.*

**CARRIED (3/0)**

The Chief Executive Officer declared an interest in Item 7.4 as the spouse of an affected employee and vacated the Boardroom at 12:32.

**7.4 Confidential Report – Employee Remuneration and Contracts of Employment**

<b>LOCATION/ADDRESS:</b>	Doomadgee, QLD 4830
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	Personal File
<b>AUTHOR:</b>	Rod Richardson, Chief Executive Officer
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Spouse (Manager Community Development)
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

To provide Council with an overview of the structural arrangements and remunerations levels applicable to the Executive Management Group

**BACKGROUND**

Not applicable

**COMMENT**

Not applicable

**CONSULTATION**

Not applicable

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009 and section 275 Local Government Regulation 2012*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

Retention of appropriately qualified and professional staff is paramount in the success of any organisation and in mitigating the risk of exposure to the Doomadgee Aboriginal Shire Council, this report has been prepared.

**FINANCIAL IMPACT**

Financial implications will be considered and incorporated into the Draft 2015/2016 Budget

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**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That Council endorse the remuneration levels, as disclosed, with effect from 1 July 2015.

*Moved Cr F O'Keefe Seconded Cr J Ned that Council endorse the remuneration level applicable to the role of Community Services Manager, as disclosed, with effect from 1 July 2015.*

**CARRIED (3/0)**

Cr O'Keefe vacated the Boardroom at 12:36 to return with the Chief Executive Officer at 12.36.

*Moved Cr F O'Keefe Seconded Cr E Cairns that Council endorse the remuneration level applicable to the roles of Guest House Manager, Manager Finance and Infrastructure and Projects Manager, as disclosed, with effect from 1 July 2015.*

**CARRIED (3/0)**

**Reason for alteration to the Recommendation:**

Council sought to exclude the Chief Executive Officer from debate and consideration following his declaration of interest and resolved independent motions accordingly.

**CORPORATE SERVICES MANAGER'S REPORT**

**8.1 Policy Review**

<b>LOCATION/ADDRESS:</b>	DOOMADGEE QLD 4830
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	6204
<b>AUTHOR:</b>	Adam Seiler, Acting Corporate Services Manager
<b>CONTRIBUTOR(S):</b>	Acting Corporate Services Manager (former)
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Consideration and adoption of the following revised and new policies:

- Credit Card Usage Policy
- Funerals in the Community Policy
- Complaints Management Policy (new)
- Uniform Policy – Outdoor Staff, Indoor (Office) Staff and Councillors (new)

**BACKGROUND**

Council is required to review its Policy Manual at least once every two years.

**COMMENT**

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Council is requested to have regard for these amended and new policies and adopt same.

**CONSULTATION**

Chief Executive Officer

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

The development of these policies has had regard for risk mitigation

**FINANCIAL IMPACT**

Not applicable

**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Development of two new policies and review of two existing

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That Council adopt the following policies, as presented:

- Credit Card Usage Policy (updated);
- Funerals in the Community Policy (updated);
- Complaints Management Policy (new); and,
- Uniform Policy – Outdoor Staff, Indoor (Office) Staff and Councillors (new)

***Moved Cr F O'Keefe Seconded Cr J Ned that Council adopt the following policies, as presented:***

- ***Credit Card Usage Policy (updated);***
- ***Funerals in the Community Policy (updated);***
- ***Complaints Management Policy (new); and,***
- ***Uniform Policy – Outdoor Staff, Indoor (Office) Staff and Councillors (new)***

**(CARRIED (3/0))**

**8.2 Annual Declaration of Interest**

<b>LOCATION/ADDRESS:</b>	DOOMADGEE QLD 4830
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	429
<b>AUTHOR:</b>	Adam Seiler, Acting Corporate Services Manager
<b>CONTRIBUTOR(S):</b>	Chief Executive Officer
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Update Annual Declaration of Interest disclosures by Elected Members

**BACKGROUND**

Council is required annually, to update the Register of Interest for Elected Members

**COMMENT**

Councillors are requested to consider their own interests, and any changes to same over the past 12 months and provide this disclosure to the Chief Executive Officer

**CONSULTATION**

Chief Executive Officer

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

Not applicable

**FINANCIAL IMPACT**

Not applicable

**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That Councillors advise the Chief Executive Officer, in writing, of any changes to the Register of Interests as previously disclosed in their capacity as an Elected Member of the Doomadgee Aboriginal Shire Council.

***Moved Cr F O'Keefe Seconded Cr E Cairns that Councillors advise the Chief Executive Officer, in writing, of any changes to the Register of Interests as previously discloses in their capacity as an Elected Member of the Doomadgee Aboriginal Shire Council.***

**CARRIED (3/0)**

The Acting Corporate Services Manager vacated the Boardroom at 12.47 and returned with the Manager Finance at 12.49.

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**MANAGER FINANCE'S REPORT**

The Chief Executive Officer left the Boardroom at 13:01 and returned at 13:05.

Cr O'Keefe vacated the chambers at 13:19, and the meeting was adjourned until Cr O'Keefe's return at 13:22.

The Manager Finance vacated the Boardroom at 13:22.

Cr Cairns vacated the chambers at 13:22.

Cr J Ned vacated the Boardroom at 13:26 and returned immediately.

Cr Cairns returned at 13:27, following which the meeting recommenced.

**9.1 Monthly Report (Manager Finance) – April 2015**

<b>LOCATION/ADDRESS:</b>	Not applicable
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	5103
<b>AUTHOR:</b>	Arminda David, Finance Manager
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Acting Corporate Services Manager
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Presentation of the Monthly Financial Report to Council

**BACKGROUND**

Not applicable

**COMMENT**

Commentary is contained within the attached report

**CONSULTATION**

Not applicable

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

Not applicable

**FINANCIAL IMPACT**

Not applicable

**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That the Monthly Financial Report, as presented, be received.

*Moved Cr F O'Keefe Seconded Cr J Ned that the Monthly Financial Report, as presented, be received.*

**CARRIED (3/0)**

**INFRASTRUCTURE AND PROJECTS MANAGER'S REPORT**

**10.1 Monthly Report (Infrastructure and Projects Manager) – April 2015**

<b>LOCATION/ADDRESS:</b>	Not applicable
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Garry Jeffries, Infrastructure and Projects Manager
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Presentation of the Monthly Activity report to Council.

**BACKGROUND**

Not applicable

**COMMENT**

Commentary is contained within the attached report

**CONSULTATION**

Not applicable

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

Not applicable

**FINANCIAL IMPACT**

Not applicable

**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That the Monthly Report, as presented, be received.

*Moved Cr F O'Keefe Seconded Cr E Cairns that the Monthly Report, as presented, be received.*

**CARRIED (3/0)**

The Chief Executive Officer vacated the Boardroom at 13:48 and returned immediately.

The Community Service Manager entered the meeting at 13:49 and left at 14:12.

Cr O'Keefe vacated the Boardroom at 14:12, and the meeting was adjourned until Cr O'Keefe's return at 14:14

**COMMUNITY SERVICE MANAGER'S REPORT**

**11.1 Monthly Report (Community Services Manager) – April 2015**

<b>LOCATION/ADDRESS:</b>	Not applicable
<b>APPLICANT:</b>	Not applicable
<b>FILE NUMBER:</b>	
<b>AUTHOR:</b>	Gail Richardson, Community Services Manager
<b>CONTRIBUTOR(S):</b>	Not applicable
<b>RESPONSIBLE OFFICER:</b>	Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Not applicable
<b>DATE OF REPORT:</b>	20 May 2015

**SUMMARY**

Presentation of the Monthly Activity report to Council

**BACKGROUND**

Not applicable

**COMMENT**

Commentary is contained within the attached report

**CONSULTATION**

Not applicable

**LEGISLATIVE ENVIRONMENT**

*Local Government Act 2009*

**STRATEGIC ASSOCIATION / ALIGNMENT TO CORPORATE PLAN**

Not applicable

**RISK ASSESSMENT**

Not applicable

**FINANCIAL IMPACT**

Not applicable

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**ASSET MANAGEMENT AND SUSTAINABILITY IMPACT**

Not applicable

**POLICY ASSOCIATION**

Not applicable

**CULTURAL CONSIDERATIONS**

Not applicable

**RECOMMENDATION**

That the Monthly Report, as presented, be received.

*Moved Cr F O'Keefe Seconded Cr J Ned that the Monthly Report, as presented, be received.*

**CARRIED (3/0)**

**CLOSURE**

There being no further business to discuss, the Mayor declared the meeting closed at 14:15.

I, Frederick Charles O'Keefe confirm the afore Minutes of the Meeting held on Wednesday 21<sup>st</sup> May 2015 are confirmed as a true and correct record of that meeting on Thursday 18<sup>th</sup> June 2015.

Cr Fred O'Keefe  
**MAYOR**